



DEPARTMENT OF THE NAVY

NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 3006.1

21

JAN 14 1998

NSHS BETHESDA INSTRUCTION 3006.1

From: Commanding Officer

Subj: PERSONNEL RECALL BILL

Ref: (a) OPNAVINST 3120.32C, Article 620.8

Encl: (1) Flowchart
(2) Format for Double Cascade Recall Bill
(3) Monthly Submission of Personnel Recall Bill

1. **Purpose.** To establish procedures for recalling Naval School of Health Sciences (NSHS), Bethesda, military and key civilian personnel, in the event of any emergency situation after normal working hours, using a double cascade system.

2. **Background.** Reference (a) requires the Personnel Officer to maintain a personnel recall bill for contacting personnel, military and civilian, under his/her cognizance, in the event of implementation of the Disaster Preparedness Plan. Enclosure (1) flowcharts the process.

3. **Responsibilities**

a. The Command Duty Officer (CDO) or Officer of the Day (OOD), at the CDO's direction, will call the first person on the Recall Bill, who will in turn initiate the Directorate, then Departmental Recall Bills.

b. Each Director will ensure a complete and accurate copy of each of their departmental Recall Bills is provided to the Command Duty Office, using the format in enclosure (2).

c. All personnel, who are authorized access to the personnel recall bills, are to be aware that information contained within is to be considered privileged. The use of this information for purposes other than official business will be considered an offense punishable under applicable directives.

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4. Activation of Recall Bill

a. Directors shall develop recall plans for their areas of concern in the format of enclosure (2). Individual department plans are required. These recall plans should include all military and key civilian personnel. For recall purposes, key civilians (i.e. department heads, essential personnel, etc.) shall be so designated and consolidated within the military personnel recall bill. The senior civilian on the civilian recall bill will be responsible for recall procedures regarding civilian employees when notified by proper authority to do so.

b. Personnel residing in the Bachelor Enlisted and Officers Quarters (BEQ and BOQ) aboard NNMC will be listed together at the end of the cascade, in rank order, with senior member first. A valid BEQ/BOQ and room number shall be listed with the individual's name. They are notified by requesting respective BEQ/BOQ watches to make an overall notification.

c. All military personnel residing off base are required to provide a valid telephone number, including area code, at which they can be reached.

d. The Personnel Recall Bill shall be maintained in the following locations: Head, Admin Support Department and Command Duty Office.

e. When activating the command recall, the Command Duty Officer will contact the Director of each Directorate, who in turn contacts Department Heads.

f. If activating a departmental recall, the Command Duty Office contacts the first person on the recall bill (Department Head), who will in turn initiate the Departmental Recall Bill.

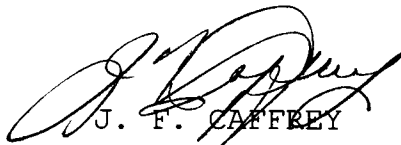
g. Once Department Heads are notified, they call the top person of each column (see enclosure (2)). The top person of each column then calls everyone in their column. If the Department Heads are unable to contact the top person it is their responsibility for calling the rest of the personnel in that column. When the responsible person is finished, he/she calls the Department Head or on-call staff back with the number of personnel on his/her column, and the number they were able to contact.

h. The Department Heads then report their individual departmental totals to the respective Director. The Directors

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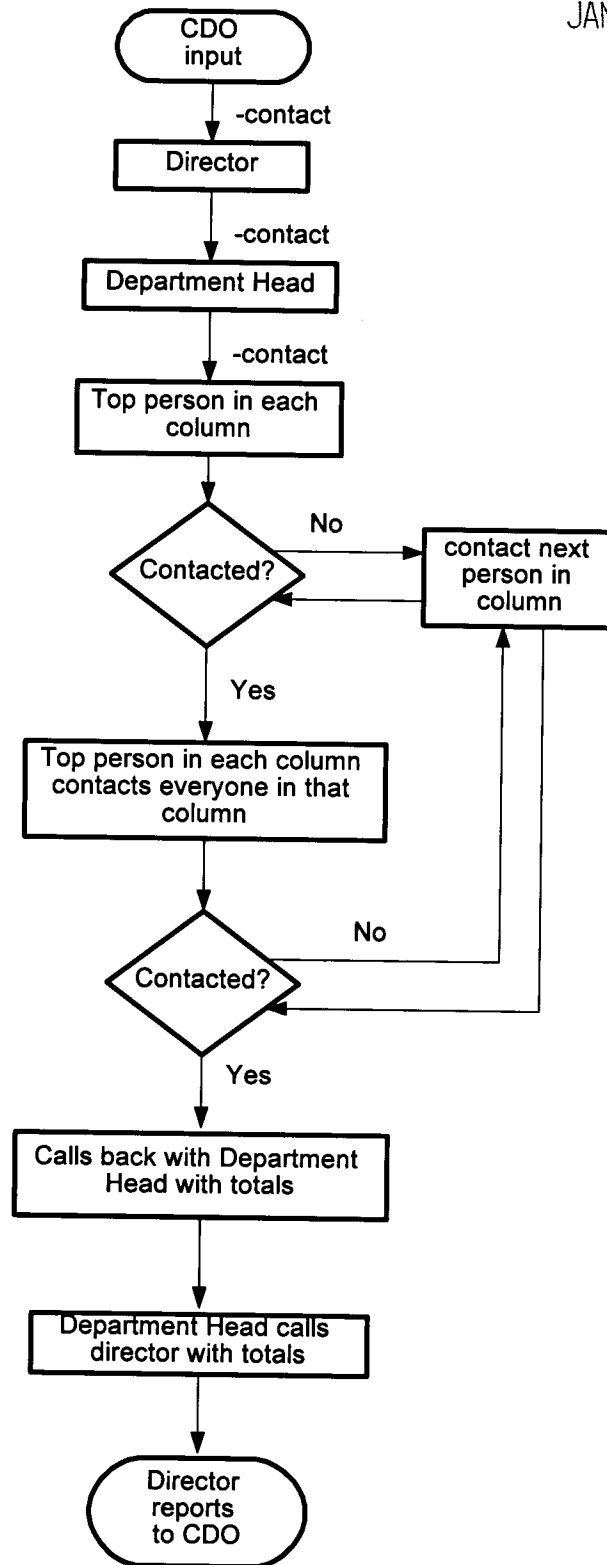
will contact the Command Duty Office with the number of personnel in their Directorate that were successfully contacted and the total number of people called.

5. **Reporting Requirements.** Due to its utmost importance, monthly updating and reporting of recall bills is mandatory. Submissions are due to the Head, Admin Support no later than the 25th of each of each month, using enclosure (3).



J. F. CAFFEY

Distribution:
List II and III



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Date: _____

MEMORANDUM

From: Director, _____
To: Command Duty Office

Subj: MONTHLY SUBMISSION OF PERSONNEL RECALL BILLS

1. The following check list of each department/division within the _____ Directorate is submitted as our Directorate Recall Bill. The information contained is valid and up to date.

Dept/Div	Valid and updated (check)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Director's signature)

Enclosure (3)

Date _____

[illegible]

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